

## **MADERA COUNTY**

### **DEPUTY PROBATION OFFICER SUPERVISOR**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing County Probation Department operations, functions, and activities; to investigate the more complex cases of juvenile and adult application for probation; to investigate cases of juvenile delinquency and dependency; to counsel probation applicants; to monitor the activities of individuals on probation; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing County Probation Department operations, functions, and activities; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; coordinates work assignments with other County departments, divisions, or functions; participates in the development and implementation of Department goals and objectives; updates and maintains computer records; creates and modifies programs and reports; edits court reports; assists in the preparation and investigation of cases for court; provides guidance and counseling to probationers; assures that terms and conditions of probation are complied with; assesses probationer needs and develops and conducts treatment plans designed to achieve rehabilitation; performs searches, arrests, and transports probationers; participate in delinquency prevention patrols; advises parents, school authorities, and social organizations regarding the progress and needs of probationers; assists with the conduct of pre-court case investigations; assumes responsibility for juvenile intake functions; prepares petitions, court reports, and social case histories as necessary; assists with the development and presentation of evidence in cases where trials have been requested; interviews individuals and makes recommendations regarding juvenile marriage consents; continually evaluates performance of probationers; develops and makes recommendations for rehabilitation programs; arrests, takes into custody, and transports persons found to be in violation of terms of probation; prepares periodic court reports on the progress, development, and needs of probationers; may develop recommendations for the dismissal of cases when satisfactory adjustments or restitution has been achieved; performs delinquency prevention duties including crisis intervention, counseling, speaking, and working with local agencies and groups.

## **OTHER JOB RELATED DUTIES**

Investigates complaints from the public against staff; collects urine drug tests from probationers; serves as liaison with other County departments concerning computer operations; maintains Department vehicle fleet; performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles of supervision, training, and performance evaluation.  
Operations, functions, services, and activities of the Madera County Probation Department.  
Principles and findings of normal and abnormal psychology and their relation to the causes, extent, and control of crime and delinquency.  
Special knowledge of the problems and needs of juvenile probationers.  
Principles of probation and social casework.  
Interviewing and counseling techniques.  
Types and services of public and private agencies available to probationers, families, and victims.  
Pertinent Federal, State, and local laws, codes, and regulations including those affecting adult and juvenile probation work.

### **Skill to:**

Operate firearms and other modern law enforcement equipment.  
Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Supervise, assign, coordinate, and review the work of an assigned group of Deputy Probation Officers.  
Supervise, train, and evaluate assigned staff.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Prepare recommendations for resolving probation case problems.  
Develop information for the assessment of probation cases.  
Analyze investigation reports, draw appropriate conclusions, and develop recommendations.  
Effectively work with probation cases.  
Develop and prepare a variety of records and reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four (4) years of increasingly responsible work experience comparable to that of a Deputy Probation Officer I/II/III/Senior with Madera County.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, psychology, or a related behavioral or social science field.

**License or Certificate:**

Completion of requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Completion of Probation Officer Basic Academy. Ability to complete the Supervisory Core Course.

Possession of, or ability to obtain, CPR and First Aid certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, climb, and lift 50 lbs.; exposure to outdoors, chemicals, infectious diseases, and potentially hostile and violent situations; ability to travel to different sites and locations; availability for shift work.

**Effective Date:** May, 1995  
April, 2009 - Amendment